

MERIT Continuing Education Proposal

Managed Education and Registry Information Tool

merit.del.wa.gov



Washington State Department of

Early Learning

Professional Development Pathways

Use this application to request STARS credit for a non-STARS-approved training to count towards the 10 Hour Annual Continuing Education training requirement. See the application guidelines on page four for more information. Visit the MERIT website to complete this application online. Please print or type.

SECTION 1: APPLICANT INFORMATION Fields marked with an asterisk (*) are required.

*Last name		*First Name		*Middle Name	
*Date of Birth (mm/dd/yyyy)		*Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		*STARS ID	
*Mailing Address				Apartment/Unit #	
*City	*State	*Zip Code	*County of Residence		*Country
*Phone Number (contact)			Phone Number (work)		
E-mail			Alternate E-mail		

SECTION 2: CURRENT EMPLOYMENT INFORMATION

Employment in DEL Licensed or Certified Child Care Facilities. Include information as it appears on the license. For assistance, use Child Care Check at www.del.wa.gov or contact your DEL licensor. Use the licensee's name for family home child care. **Please include all fields for your employer.**

Employment Start Date (mm/dd/yyyy): ____ / ____ / ____

Provider ID Number: _____

Facility Name: _____

Phone Number: () _____ - _____ ext _____

Address: _____

City _____ State _____ Zip Code _____

Facility Type:

- ☐ Child Care Center
- ☐ School-Age Center
- ☐ Family Child Care

Job Position:

- ☐ Director
- ☐ Provider/Licensee
- ☐ Assistant Director
- ☐ Program Supervisor
- ☐ Site Coordinator
- ☐ Lead Teacher
- ☐ Lead Staff/Group Leader
- ☐ Primary Worker
- ☐ Assistant or Aide
- ☐ Volunteer
- ☐ Other

SECTION 3: REQUIRED SUPPORTING DOCUMENTS

You will need to submit supporting documentation to the Department of Early Learning (DEL):

- **An official description of the course/training:**

- ✓ A handout, brochure, syllabus, etc. from the organization/trainer that provided the course/training.

- **Proof of Attendance:**

- ✓ Proof that you attended the course/training and successfully completed it (e. g. copy of a certificate of completion, transcripts, etc.).
- ✓ Proof of attendance must include: number of hours/credits earned, the date(s) of the training, your name, course/training title, and name of trainer or organization.
- ✓ A course description/flyer with an instructor's signature on it does not qualify as proof of attendance or completion.

SECTION 4: WASHINGTON STATE CORE COMPETENCY AREAS

Identify the core competency areas that apply to the training. All trainings/courses must directly relate to one or more of the 11 Washington State Core Competency Areas. **Note:** A minimum of 1 hour should be spent in any competency area to be counted.

- ☐ (1) **Administration:** To be able to effectively and efficiently operate a program or school that assures quality services to young children, youth and their families
- ☐ (2) **Child Growth, Development & Learning:** To understand the nature of growth and development and the adult's role in supporting a child's development and learning.
- ☐ (3) **Child Guidance:** To use organizational and guidance strategies that foster responsibility, autonomy, self-reliance and positive social interactions and to respond to children with respect, acceptance and comfort, acknowledging their individual diversity.
- ☐ (4) **Communication:** To communicate effectively with children, parents, other caregivers, and colleagues.
- ☐ (5) **Cultural & Individual Diversity:** To understand families as the primary context for children's learning and development, respect diversity in family structures and values, and develop skills in interacting with parents in ways that enhance children's educational success.
- ☐ (6) **Curriculum Development:** To understand that learning experiences are designed to meet the needs of all children, promote creativity, develop awareness of cultural backgrounds and diverse needs, and stimulate learning in all developmental areas.
- ☐ (7) **Environmental Design:** To be able to plan and create an atmosphere, using physical and human elements, which fosters children's involvement and development and promotes children's self-esteem, social interaction and joy of learning.
- ☐ (8) **Family Systems:** To maintain an open, friendly and cooperative relationship with each child's family, encouraging family involvement and supporting the child's relationship with her or his family
- ☐ (9) **Health, Safety & Nutrition:** To promote good health and nutrition and to provide a safe environment for children.
- ☐ (10) **Observation & Assessment:** To develop skills in observation, assessment, documentation and methods of reporting to family members
- ☐ (11) **Professionalism:** To make decisions based on knowledge of theories and best practice, to advocate for quality in programs and schools, and to improve one's competence, both for personal and professional growth.

SECTION 5: TRAINING INFORMATION

Was this training taken online? ☐ YES ☐ NO

Training Title *(Please note that each training session must be completed on a separate application including conference workshop sessions)*

Training Start Date (mm/dd/yyyy):

Training End Date (mm/dd/yyyy):

Conference Title *(if applicable)*

Conference Start Date (mm/dd/yyyy):

Conference End Date (mm/dd/yyyy):

Trainer

Organization *(if applicable)*

Contact Phone

E-mail

Registration Website: <http://>

Address

City

State

Zip Code

SECTION 6: TRAINING OUTCOMES

Describe the content of the training including how it links to the Washington State Core Competency areas:

Explain what you learned in the training:

Describe how you plan to apply the information within your position:

SECTION 7: STATEMENT OF UNDERSTANDING (Signature Required to Process Application)

The information I provided is true and accurate. I authorize the Department of Early Learning (DEL) to enter this information into the Managed Education and Registry Information Tool (MERIT), a secure system owned and operated by DEL. I understand that:

- Information shared with DEL becomes public record and some information in public records is available to the general public upon request.
- All forms and documentation submitted to DEL will become the property of DEL.
- All forms and documentation will not be returned, unless I request in writing to have a specific document returned **and** I provide a self-addressed, stamped envelope.
- Any form or documentation that appears to have been altered, or on which "white out" is used, will not be processed or verified under any circumstances.
- If my current name is not on the documentation, I must include proof of name change (e.g. copies of court records denoting marriage, divorce or other documenting name change).
- I am responsible for maintaining original documents for my personal records.

Signature _____

Date _____

APPLICATION GUIDELINES

- Only one training may be submitted per form using this application. You may submit multiple training sessions (e.g. conference sessions) using the online application.
- Training will only count towards the training requirement for the year in which it was completed.
- The training submitted for review must be one of the acceptable training types (see section 2).
- Training must directly relate to one or more of the 11 Washington State Core competency areas (see section 2)
- Supporting documents are required to process the application. Incomplete applications will be returned (see section 4).

ACCEPTABLE TRAINING GUIDELINES

The following types of training are acceptable for application and review:

- Training provided by an organization outside of our professional field (e. g. local hospital, chamber of commerce).
- A college class that is not within a college's Early Childhood Education Department. College courses within a Washington State college's ECE Department already meet the STARS training requirement and this form is not necessary. You can receive credit for those courses by mailing to DEL a copy of your college transcripts.
- Distance learning by an out-of-state sponsor.
- In-state training by an out-of-state or national sponsor (e. g. National Family Child Care conference held in WA).
- Out-of-state training by a nationally recognized sponsor (e. g. National Family Child Care conference held in NY).